

## CHAPTER 13 - TRAINING

### GENERAL

The Administrative Services Office for the Department of Emergency & Military Affairs is responsible for making ADOA State Training programs available to all State employees. Bulletins of all course offerings will be published through supervisory channels. Request for courses are made through the supervisor to the Administrative Services Officer who will request enrollment.

Employees are encouraged to take courses appropriate to their positions. For courses other than those offered through the ADOA State Training and Education Section or ADOA Risk Management, determination of leave status will be made on a case by case basis through the supervisor to the Administrative Services Officer. This includes courses taken on military duty status, or courses of indirect effect on the position occupied. All requests for Education Leave will be made in writing to the Administrative Services Office.

### SPECIFIC TRAINING PROGRAMS

#### 13.2.1 Arizona Government University (AzGU)

All supervisors are encouraged to participate in the programs and courses offered by the AzGU. All supervisors must complete the Basic Supervision Course series (formerly Foundation Course) and other training courses as determined by ADOA. The quarterly AzGU Training Calendar and other recurring course schedules are maintained in the Administrative Services Office.

#### 13.2.2. DEMA New Employee Orientation Seminar

This seminar is presented quarterly by the Administrative Services Officer. It is designed to give the new DEMA employee an overview of the Agency and an explanation of employee expectations, benefits and requirements. All new employees are required to attend during their first six months with the agency.

#### 13.2.3 Supervisor Training

This is a one-day seminar presented by the Administrative Services Officer. It is designed to orient the new supervisor regarding employee relations and personnel/supervisory techniques and regulations. Topics include employee discipline, EEO, Sexual Harassment, PASE and other topics. It is required of all new supervisors and may fulfill the New Employee Seminar requirement. It is presented quarterly.

#### 13.2.4 Ethical Issues in the Public Sector

This eight-hour seminar is mandated by statute for all new state employees and must be completed within six months of employment. AzGU presents it on a continuous basis.

#### 13.2.5 Preventing Sexual Harassment

This four-hour seminar is mandated by statute for all new state employees and must be completed within six months of employment. AzGU presents it on a continuous basis.

#### 13.2.6 Specialized Programs

Training requirements unique to a work area may be available through a variety of sources. Each Major Commander/Director is responsible for making such programs available to the work force as needed. The Administrative Services Office Training Coordinator and the AzGU training staff are available to assist in locating other training course offerings and training materials